

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEGIB

TO:
ComptrollerFROM:
Chief, Operations and Liaison Branch, Finance Division

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS
AdditionalEMPLOYEES
Additional

24 June 1962

7 July 1962

80

3

8 July 1962

21 July 1962

80

3

22 July 1962

4 August 1962

80

3

5 August 1962

18 August 1962

80

3

19 August 1962

1 September 1962

80

3

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary because of accountings on hand to be audited.

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ORIG COMP 38 OR 58 TYPE 05
ORIG CLASS S PAGES 1 REV CLASS C
JUST 22 NEXT REV 2010 AUTH: MR 10-2

DATE

29 June 1962

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Chief Operations and Liaison Branch

AUTHORIZATION

TYPE

FICIAL

vision

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DATE CONCURRED

29 JUN 1962

AUTHORIZED

JUL 1962